

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 600-10-004 Amendment Number: 2

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Michael Poe	44	916-654-4809	2/3/05

Contractor's Legal Name	Federal ID Number
ICF Consulting, Inc.	52-0893615

Title of Project
Manufacturers' Vehicle Attribute Survey and Analyses

Term	Start Date	End Date	Amount
New/Original Contract	02 / 14 / 11	06 / 30 / 12	\$ 123,099

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
2		\$-18

Business Meeting Information			
Proposed Business Meeting Date	10/5/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Laura Lawson	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of Amendment #2 to contract 600-10-004 to revise ICF's staff hours in order to accommodate low-emission vehicle (LEV) 3 forecasts. As a result of the shift in staff hours, the agreement amount has decreased by \$18.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this amendment is to allow more analyst time than originally envisioned for conducting additional review of the expanded scenario results for this contract. Currently, the contract requires results for up to 12 forecasting scenarios and all the scenarios involve some changes to the model. Recently, the end term of this contract was extended to June 30, 2012, as allowed per Amendment #1, to ensure the Energy Commission effectively incorporate the California Air Resources Board's (ARB) Low-Emission Vehicle (LEV) 3 rulemaking into the Integrated Energy Policy Report (IEPR) review process. The rulemaking is expected to be adopted by ARB in November 2011. However, due to a combination of unanticipated contractor's staff time requirements and the expected incorporation of ARB's rulemaking, more analyst time is required than originally envisioned. In addition, to avoid errors from incomplete program debugging, the contractor is having analysts go through the outputs for each scenario and convert them to Dynasim format. Therefore, revising the staff hours in the contract for analytical purposes will ensure that LEV 3 forecasts are considered in California's LEV policy process.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves a survey of vehicle manufacturers, a forecast of vehicle attributes and a final report.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: _____☐ Categorical Exemption. List CCR section number: _____☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$ 0		TOTAL:	\$ 0		TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer

Name:	Ayisha Hatcher	Name:	Bruce Hedman
Address:	1725 Eye Street NW, Suite 1000	Address:	1725 Eye Street NW, Suite 1000
City, State, Zip:	Washington DC 20006	City, State, Zip:	Washington DC 20006
Phone/ Fax:	703-934-3702	Phone/ Fax:	202-862-2689
E-Mail:	ahatcher@icfi.com	E-Mail:	bhedman@icfi.com

Contractor's Project Manager**Contractor Is**

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☐ Solicitation Select Type Solicitation #: - - # of Bids: Low Bid? ☐ No ☐ Yes
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt Select Exemption (see instructions)

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**Civil Service Considerations**

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- ☒ The Services Contracted:
- ☒ are not available within civil service
 - ☒ cannot be performed satisfactorily by civil service employees
 - ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:

In order to satisfactorily perform the work to be done under this contract, personnel must have specific expertise in forecasting vehicle attributes. As a result, this work could not be properly performed by civil service employees.

Payment Method

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☐ No ☒ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☒ No ☐ Yes

Justification of Rates

Rates are determined according to the CMAS schedule. The rates and overall services of this contract are similar to a previous contract to perform comparable work.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
- ☐ Contractor is Certified DVBE
 - ☐ Contractor is Subcontracting with a DVBE: _____
3. ☒ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
- If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☐ No ☒ Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- | | | | | |
|-------------|--|-----------------------------|-----------------------------|-------------------------------|
| K.G. Duleep | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Is the Contractor providing confidential information? ☒ No ☐ Yes
3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
4. Check frequency of progress reports
- ☒ Monthly ☐ Quarterly ☐ Other...
5. Will a final report be required? ☐ No ☒ Yes
6. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
- To allow the CEC to effectively incorporate ARB's rulemaking on zero emission vehicles into the IEPR process.

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached
9. CEC 106, IT Component Reporting Form		<input checked="" type="checkbox"/> Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date